



SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

☐ Butte County Courthouse
One Court Street
Oroville, CA 95965

☐ North Butte County Courthouse
1775 Concord Avenue
Chico, CA 95928

Records Request Form

To request copies, complete this form with as much case information as possible. Submit the form by mail or in person to either courthouse. Include a check payable to **Butte County Superior Court**; write "not to exceed (amount) dollars" on the memo.

Some case information and documents are viewable online at www.butte.courts.ca.gov as permitted and governed by California Rules of Court, Rule 2.503.

Requests are processed in the order received; allow at least three weeks. For urgent matters, briefly state the emergency here:

Urgency: _____

- To receive copies by mail, you must include a self-addressed stamped envelope with adequate postage.
- If you prefer to pick up your copies, check this box: *Call me when the copies are ready for pickup:* ☐Chico ☐Oroville

Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Agency (if applicable): _____

Case Information:

Case Type: ☐Civil ☐Probate ☐Criminal ☐Family – See below for information about other types of copy requests

If requesting entire case file, check this box ☐

Case Number(s): _____

Party Name(s) and Date(s) of Birth: _____

Date of Case Filing: _____

Title of Document:

Date Filed:

Request (check all that apply)

_____	_____	☐ copy only ☐ certification ☐ exemplification
_____	_____	☐ copy only ☐ certification ☐ exemplification
_____	_____	☐ copy only ☐ certification ☐ exemplification
_____	_____	☐ copy only ☐ certification ☐ exemplification
_____	_____	☐ copy only ☐ certification ☐ exemplification

☐ additional pages attached

Fees / Payment

- | | |
|--|--|
| – Copy: \$0.50 per page | – Exemplification: \$50.00 |
| – Certification (Clerk's Certificate): \$40.00 | – Search Fee: \$15.00 |
| *Plus \$0.50 per page | *additional \$15.00 for each search exceeding ten (10) minutes |
| – Certified Dissolution Judgment: \$15.00 | |

Other Important Information

- For Transcripts, use the **Transcript Request Form** located on our website.
- For juvenile case documents, submit the **Declaration in Support to Inspect and/or Copy Juvenile Court Records Without a Court Order (JV.030)** located on our website to the Juvenile Division.
- For criminal history records, contact local law enforcement agency or the California Department of Justice at (916) 210-6276 or (800) 952-5225.
- Out-of-state government agencies or third parties acting on behalf of government agencies must pay all applicable fees.
- The Court does **not** provide Marriage, Birth, or Death Certificates. Contact the Butte County Clerk at (530) 552-3400.